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19 OCT 1983

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM:

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Director of Information Services

SUBJECT: OIS Weekly Report (12-18 October 1983)

Office of the Director

The Deputy Director of Information Services visited the Storage Technology Corporation in Boulder, CO, and IBM in Tucson, AZ, on 17 and 18 October with representatives from the Office of Data Processing (ODP), Office of Central Reference (OCR)/DI, and Information Management Staff (IMS)/DO to obtain briefings and demonstrations on mass storage technological developments.

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The Legal Adviser to the Director of Information Services addressed the students of the current running of the Midcareer Course on 18 October. The group seemed dynamic and asked thoughtful and probing questions.

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Classification Review Division

Interest in the DARE system, which was a product of the Systematic Classification Review program, has been renewed since the release of selected intelligence material to historians was proposed. Of the nearly 353,000 documents listed in DARE, over ten percent (38,000) were declassified and could immediately be included in the program to select material for use by historical researchers. CRD has obtained from ODP a listing of the unclassified documents and is now evaluating it to determine if it becomes classified in the aggregate.

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The caseload of Summaries of Agency Employment (SAE) submitted for approval continues to increase and broke the century mark in August 1983. Each month since then has remained above 100 but is expected to taper off when the co-op students return to their full-time academic status. There may be another upswing in December as retirements pick up and another class of co-ops return to classes.

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CRD reviewed three manuscripts (41 pages) for PRB, three documents (58 pages) for IPD, and 19 SAEs (31 pages) during the week.

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C O N F I D E N T I A L

Records Management Division

Chief, RMD and a member of the Records Systems Branch (RSB) met with Office of Research and Development/DS&T and Intelligence Community Staff representatives to discuss the possibility of establishing a consolidated registry operation in the Ames Building. The meeting addressed the rationale for the consolidated approach and the idea was acceptable provided there is no diminution in the quality and level of services provided. []

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Two members of RSB visited the Office of Finance (OF) to review the document control procedures used in the Director's office. The OF Registry now uses a manual document system but expects to be using interim CARS soon. An automated document control system can alleviate most of the document control problems but will require major adjustments to their document handling procedures. []

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In continuing the Executive Information Systems Working Group study, Chief, RMD met with the Director of Training and Education to discuss his views on automated information systems for senior managers. His views will be consolidated in the monthly report to the working group. []

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An RSB officer met with the DO Associate Records Management Officer (ARMO) and others to discuss procedures for reviewing 1,650 cubic feet of DO instrumentality records. The DO anticipates a favorable Office of General Counsel decision on a revision to the DO Records Control Schedule item. IMS plans to review this material and remove all official Agency documents so that the commercial instrumentality records can be disposed of in accordance with the records schedule. []

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An RSB representative met with the NPIC Records Management Officer to discuss the storage of models at the Agency Archives and Records Center (AARC) beyond their authorized retention period. This issue will be included in meetings with Raymond Tagge, Liaison Officer to CIA, National Archives and Records Service, when he reviews the revised DS&T control schedule. []

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The DO ARMO has advised RMD that the DO would accept formal responsibility for maintaining the record copy of all Intelligence Information Reports produced since the inception of ADSTAR. In August 1983, RSB proposed this procedure which provided a solution to problems which had confronted OCR and DO for several weeks. []

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Personnel from the Lundia Myers Corporation began repairs on four sections of movable shelving at AARC. The project, which will take two weeks to complete, involves the replacement of the rails on which the shelving is mounted. When this work is completed, the railings on all but two of the 22 sections will have been replaced since this program began in 1980. []

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AARC personnel made 11 additions and eight changes into RAMS, keyed 3,549 entries from six jobs into ARCINS, serviced 1,100 requests for records, and destroyed 210 cubic feet of material.

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Regulations Control Division

RCD currently is processing a total of 127 jobs which includes 14 new proposals, six issuances in active negotiation and coordination, three issuances sent forward for approval, eight issuances prepared for publication by P&PD, and 12 issuances published.

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Issuances of special interest which were processed included notices regarding abuse in the use of computers, a reminder of the need to publish information on new records systems, even though the system is maintained in digital form, and a reminder that it is the responsibility of all employees to maintain the cleanliness of Agency installations.

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Information and Privacy Division

A separate report is attached.

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Attachment:
As stated

OIS/EX0/ (19 Oct 83)

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